

Executive Registry

77-2554/A

13 OCT 1977

Honorable Daniel K. Inouye, Chairman
Select Committee on Intelligence
United States Senate
Washington, D.C. 20510

Dear Senator Inouye:

This is in response to your 3 October 1977 (Q#54) letter to me concerning CIA first class travel regulations. This is to advise that the Agency's domestic travel regulations are based on the Federal Travel Regulations, Federal Property Management Regulations 101-7 and our foreign travel regulations are adopted from the Foreign Affairs Manual exercising the Director's Public Law 110 authority to establish foreign travel regulations. The Foreign Affairs Manual, as you know, applies to Department of State, USIA, and USAID.

The language of our updated travel regulations as it applies to the travel of our senior officers is based upon the language in the Foreign Affairs Manual (6 FAM 1845.3b(2)), copy attached, that represents State's implementation of the Federal Travel Regulations for both foreign and domestic travel for certain senior officials of the Department of States.

The updated travel regulation to which you refer resulted in more restrictive policy for use of first class travel. Certain authorities previously delegated to Chiefs of Station to approve first class travel have been rescinded, and approval is now required by a Deputy Director or his

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designee, except in certain special situations, including emergencies. We believe that our policy is consistent with generally accepted procedures for the most senior Government executives.

Sincerely,

/s/John F. Blake

John F. Blake
Acting Deputy Director

Enclosure

(Dept of State Regulation 6 FAM 1845.3.b.(2)

ADDA/MJMalanick;se (13 October 1977)

Distribution:

- Original - Addressee w/encl.
- 1 - ADDCI w/encl.
- 1 - OLC w/encl.
- ✓1 - ER w/encl.

One seat in a sleeping or parlor car is allowed when the journey is of more than 5 hours' duration.

Coach accommodations are used to the maximum extent possible for trips of 5 hours or less, except when such train travel only constitutes a portion of the total authorized journey, or the use of sleeping or parlor car accommodations has been authorized by the authorizing officer on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved.

1845.2 Ship

Minimum first-class accommodations are allowed except that, if not available at the time reservation is made, a superior accommodation may be allowed upon certification as provided in section 1845.1a. The term "minimum first-class accommodations," as used herein, means one which provides direct access from within the stateroom to wash basin, shower or bath, and toilet. Reservations for accommodations should be applied for as soon as possible after receipt of travel orders.

1845.3 Airplane

a. General Policy

It is the policy of the Government that travelers use less than first-class accommodations when traveling by air. In view of this policy, the use of first-class accommodations is limited to the following instances, subject to the requirements of section 1845.3b:

(1) There is no scheduled less than first-class service between the points of authorized travel;

(2) Space is not available in less than first-class accommodations in time to carry out the purpose of the travel;

(3) Necessary for conduct of the mission or for reasons of the traveler's health;

(4) Flights within or between foreign areas because available less costly accommodations do not provide

adequate standards of sanitation, health, or comfort;

(5) The cost of first-class accommodations offered by a commercial air carrier does not exceed the charge for less than first-class accommodations offered by any other commercial air carrier in connection with its operation of regularly scheduled flights between the same points.

b. Authorizations for Use of First-Class Accommodations

(1) Except as otherwise provided herein, authority to use first-class air accommodations is included in the travel authorization or amendment thereto.

(2) The use of first-class accommodations under circumstances in sections 1845.3a(2) through 1845.3a(4) will be authorized only after a determination by the authorizing officer that such accommodations are required. The authorizing officer retains a copy of this determination in files. (It will be assumed, without a formal determination, that the purpose of travel performed by an officer with the rank of deputy under secretary, or above, requires the use of first-class accommodations.)

(3) A statement by the traveler to the effect that the circumstances outlined in section 1845.3a(1) are applicable is prima facie evidence for audit purposes.

(4) In the event first-class accommodations must be used because of schedule changes, grounding of planes, or other circumstances beyond the control of the traveler while en route, certification of the traveler concerning the circumstances is sufficient.

1845.4 Security Factor

Regardless of the length of a journey and mode of travel, first-class or superior accommodations may be used when an authorizing officer determines that such accommodations are required for purposes of security.

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TO: ER		
ROOM NO.	BUILDING	
REMARKS:		
FROM: ADDA		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
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REPLACES FORM 36-8
WHICH MAY BE USED.

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EXECUTIVE SECRETARIAT

Routing Slip

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5	DDI				
6	DDA		✓		
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC	✓			
11	IG				
12	Compt				
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15	DTR				
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SUSPENSE		15 Oct Date			

Remarks:

Assess previous response.

Executive Secretary

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Date

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